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From: Nagle, Austin (DPH)
Sent: Wednesday, June 07, 2006 12:10 PM
To: Borne, Alan (DPH); Sloutsky, Alex (DPH); Werner, Barbara (DPH); Salemi, Charles (DPH); Gauthier, Cheryl (DPH); Caloggero, Dina (DPH); Greer, Garry (DPH); George, Harvey (DPH); Fontana, John (DPH); Peppe, Joseph (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Han, Linda (DPH); Grazioplene, Mariah (DPH); Elvin, Paul (DPH); Belanger, Peter (DPH); Konomi, Raimond (DPH); Smole, Sandra (DPH); Stowell, Marcia (DPH); Wang, Xingtai (DPH)
Cc: Pribeck, Kristen (DPH)
Subject: Out of state travel

Please see the email below regarding June travel and issues regarding approvals. Please note that our internal process for routine submission of TAFs has not changed and still requires, wherever possible, that paperwork be submitted eight weeks prior to the date of travel to your respective Travel Liaison. Thanks.

Sally

From: Weisberg, Carol (DPH)
Sent: Wednesday, June 07, 2006 11:19 AM

In November 2005, the POS office took over responsibility for processing all out of state travel and in state travel with overnight stay requests. As we mentioned at the May 15 open and close meeting, there appears to be an increase in out of state travel activity through out the Department as the fiscal year comes to a close.

As you know, travel requests have to be signed off by the Budget Office, the Commissioner's Office, and by staff at EOHHS. If EOHHS receives a travel request for a travel date that has passed, the request will be returned as denied.

At this time of year, it is taking at least a week and sometimes longer, for each review level to process and sign off on travel requests. That means it takes **at least three weeks, sometimes four**, to process and obtain final approval.

This month, the POS office has been receiving travel requests with less than two weeks processing time and some are being submitted with less than five working days lead time. These cannot be processed and will be returned. Please note that we will do our best to process any travel requests that are of a true emergency. But, we are unable to process last minute requests submitted due to lack of planning.

Unless a trip is a true emergency, a travel request with less than four weeks processing time should not be submitted. Thank you all for your cooperation.

Carol Weisberg
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